



Rose Hill Manor Park & Museums Vendor Application Colonial Faire

Saturday, & Sunday, June 11-12, 2011

PLEASE PRINT OR TYPE

Business/Organization Name	_____	
Contact Person	_____	
Street Address	_____	
Day #	_____ Evening #	_____ Cell #
Email Address	_____ Sales Tax ID # or Nonprofit #	_____

VENDOR INFORMATION

Booth size _____ (canopy must be provided by vendor)

I plan to (please circle all that apply): Sell / Hand out information / Pass out giveaways / Provide Demonstration

Service provided (ex: face painting, entertainment, food): _____

All event vendors:

- A. Whose nature of cooperative business is limited to speaking on behalf of their organization, are required to register and complete a Division "letter of Intent" and a vendor application prior to participating.
- B. Who will be selling merchandise would be required to register, complete a vendor application, and provide an adequate certificate of Insurance naming the County as additional insured.
- C. Wishing to provide a free service (such as but not limited to: face painting, coloring, crafting, etc.) to participants at the event would be required to register and complete a Division "letter of agreement" and vendor application prior to participating.
- D. Wishing to provide a free "high risk" service (such as an inflatable, rock walls, etc., train rides, etc.) to participants at the event would be required to register, complete and sign a Division "letter of agreement", vendor application, and provide a certificate of Insurance naming the County as additional insured.

Important Information:

- Space locations will be assigned upon your arrival at Rose Hill Manor Park
- Vendors are requested to vend both days of the event
- Set up will begin at 7:30 am on Saturday and all vendors must be set up and ready for the event by 9:30 am
- All booths must be dismantled on Sunday by 5:00 pm
- You must provide your own tables, chairs, shelter, generator, etc. that you deem necessary
- Vendor may only do business within their assigned booth
- Vendor must agree to report sales revenues as may be required by State or Federal Regulations
- Deadline for application is **May 6, 2011**.

Release: By my signature below, I acknowledge that there are inherent risks and dangers associated with this special event and therefore, I hold Frederick County Commissioners and the Frederick County Division of Parks and Recreation harmless from all claims of injury, damage, or loss to the person, animal, or property including theft, or myself or any of my agents or employees. I hereby release the Frederick County Division of Parks and Recreation from all responsibility for theft or damage to any items involved with my booth operation.

General Conditions: By signing below, I assume responsibility for enforcing with my business/organization all Frederick County Parks and Recreation vending information. I understand that there is no guarantee that I will make a profit. I agree to arrive by the designated set-up time and I will not dismantle my booth before the designated tear down time. I am aware that the event might be canceled for inclement weather, deemed only by Frederick County Parks and Recreation.

Authorization for use of Photographic Likeness: I agree to allow Frederick County Parks and Recreation to take and utilize photos and video images of the above registered vendor for the purpose or promotion and publicizing of the Division's programs and/or events. If I prefer to not allow the above registered vendor to be photographed, I will call 301-600-2983 to register my request.

Contact Person's Signature

Date